

RECORDATION PACKAGE

1. SUBDIVISION NAME: _____

2. DATE DELIVERED: _____

3. **APPLICANT'S CHECKLIST:** *(for a recordation package to be considered complete, all information below must be provided)*

- ☐ A completed **Recordation Package Form**.
- ☐ One mylar *(film positive reproducible)* of plat.
- ☐ A copy of the final **CPC 101 Approval Form**.
- ☐ Copy of final markup plat.
- ☐ All requirements and conditions from the preliminary and final plat **CPC 101 Form** approvals have been complied with. Package includes all release letters required by other agencies identified on the **CPC 101 Form**.
- ☐ All requirements and conditions from other departments or agencies have been complied with prior to submittal.
- ☐ All tracings, signatures and seals are all original and in black ink.
- ☐ Each signature has immediately under it the name and title of the individual signing are in legible lettering or typing.
- ☐ All legal, license and registration seals are affixed and darkened in such manner as to be legible.
- ☐ Current original title report is attached. For the title report to be current it must be less than 30 days old from the above date delivered.
- ☐ Metes and Bounds description of property in the title report or prepared by a surveyor and sealed.
- ☐ All required original tax certificates are attached. Tax certificates are for the last complete calendar year. Tax receipts and reports prepared by tax services will not be accepted.
 - Required tax certificates for plats outside the city limits are:
 - 1) county,
 - 2) school district, and
 - 3) municipal utility district (if applicable).
 - Required tax certificates for plats inside the city limits are:
 - 4) county and
 - 5) school district.
- ☐ Submit Appraisal District map(s) with tax IDs to match tax certificates.
- ☐ Completed **Recorded Map Return Agreement Certificate** is attached. (Appendix M)
- ☐ Completed **Recorded Plat Reproduction Order** is attached.
- ☐ Recordation plat fee - \$200
- ☐ Any and all liens are subordinated to on the face of the plat, are by separate instrument or released. (Apdx. C)

4. CONTACTS:

Developer: _____	Contact: _____
Address: _____	Phone: _____ Fax: _____
City: _____	State: _____ Zip: _____
Owner: _____	Contact: _____
Address: _____	Phone: _____ Fax: _____
City: _____	State: _____ Zip: _____
Applicant: _____	Contact: _____
Address: _____	Phone: _____ Fax: _____
City: _____	State: _____ Zip: _____

5. COMPLETED RECORDATION PACKAGE

Completed Recordation Package form	<input type="checkbox"/>
One mylar (film positive reproducible) of plat	<input type="checkbox"/>
Copy of final plat approval CPC 101 form	<input type="checkbox"/>
Copy of release letters from other departments or agencies	<input type="checkbox"/>
Current title report or update of title report	<input type="checkbox"/>
Tax Certificates	<input type="checkbox"/>
Completed Executed Recorded Map Return Agreement (Appendix M)	<input type="checkbox"/>
Completed Recorded Plat Reproduction Order	<input type="checkbox"/>
Lienholders releases or subordinations (Appendix C)	<input type="checkbox"/>

.....
(Date)

RECORDED MAP RETURN AGREEMENT CERTIFICATE

This is to certify that^(name)....., owner or authorized agent of the owner of land being platted or subdivided known as,^(subdivision name)....., approved by the Houston Planning Commission of the city of Houston, authorized^(name of County Clerk)....., County Clerk of^(name of county)..... County, or his (her) authorized Deputy to return the original recorded map or plat of said subdivision only to the Director of the City of Houston, Department of Planning and Development or to his (her) authorized employee, who shall file such original recorded map or plat in the permanent records of the Department of Planning and Development.

.....^(Signature).....
Director, Department of Planning
And Development, or
Authorized employee

.....^(Signature).....
Owner or authorized agent of
owner of land being subdivided

RECORDED PLAT REPRODUCTION ORDER

REPRODUCTION COMPANY _____

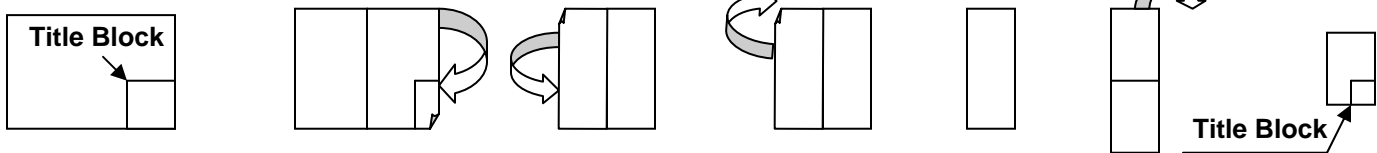
CHARGED TO: _____

RETURN ORIGINAL TO: _____

NAME OF ORIGINAL (Plat name): _____

ALWAYS NEEDED FOR DELIVERY
(Maps need to be FOLDED except for map film positive)

Standard fold to include the title block display Example:



Projects inside the city limits

1 BLACK LINE

Deliver to: PLANNING AND DEVELOPMENT DEPT.
611 WALKER 6TH FLOOR ATTN: ___ Wanda White

1 MATTE FILM POSITIVE

Deliver to: **PLANNING** AND DEVELOPMENT DEPT.
611 WALKER 6TH FLOOR ATTN: ___ Tom Nguyen

1 BLUELINE

Deliver to: CENTERPOINT ENERGY 14TH FLOOR
1301 TRAVIS ATTN: ___ Suzanne De La Master

ADDITIONAL REPRODUCTION FOR PROJECTS OUTSIDE THE CITY LIMITS AND IN HARRIS COUNTY

Make This Addition ONLY if the block is checked

☐

4 BLUE LINES
1 SEPIA

Deliver to: HARRIS COUNTY PUBLIC INFRASTRUTURE DEPT.
10000 NORTHWEST FREEWAY, SUITE 102
ATTN: _____ Reeves Gilmore

☐

Deliver to: DEVELOPER NAME: _____
ADDRESS: _____
PHONE NUMBER: _____

I hereby authorize the City of Houston to call the above reproduction company and will assume the responsibility to pay the reproduction costs directly to the reproduction company.

Authorizing Signature

Individual/ Company Name

Date

FOR ANSWERS TO QUESTIONS, PLEASE CALL (713) 837-7773 or (713) 837-7817

Web site: www.houstonplanning.com